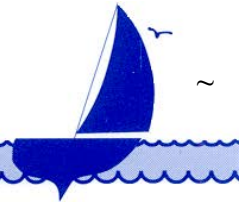




## City of Des Moines, Washington

### JOB DESCRIPTION



## PERMIT COORDINATOR

Regular, Full-time

**Salary Grade:** G-15

**FLSA Status:** Overtime Eligible

**Union Status:**

Non-represented

**EEO Category:**

Administrative Support

### Nature of Work

Under the general supervision of the Building Official, the Permit Coordinator coordinates community development projects to assure that permits for planning and building are properly applied for and issued in a timely manner with appropriate fees charged. Is responsible for accepting, reviewing, routing and issuing permit applications for building, land use and development applications. Provides customer service and information in specialized areas. Works with continual public and interdepartmental contact. Is responsible for the proper application and issuance of permits and compliance with City practices. Independently performs regular recurring complex work according to established procedures. Coordinates the permit process to assure that related permit applications are processed in a timely manner.

### Essential Functions

- Tracks permit applications from initial intake to final approval.
- Provides applicant with current information as permit routes through essential departments.
- Coordinates and administers all aspects of the Citywide permitting system, to include determining proper review procedures.
- Coordinates and monitors the review process. Identifies permit problems and develops solutions. Implements procedural changes when needed with Department Director approval.
- Coordinates efficient movement of applications from department to department. Sets time lines and assists each department when application needs additional information or reports.
- Coordinates public notices.
- Works as liaison between Building, Development Services, Engineering Divisions, the Fire Department, and others as needed; facilitates communication and a positive working relationship.
- Tracks permits to finalization. Issues permit expiration letters. Issues bond release funds when all finals have been completed and Certificate of Occupancy is issued.
- Organizes and maintains address filing system, using the resources at hand.
- Organizes an informational library to assist the public with their projects.
- Maintains computerized and paper file records of permit activity; assures proper documentation exists for each permit.
- Schedules inspections for building inspectors; assists in resolving issues with contractors and homeowners.
- Files month-end and year-end Development Services and Building Division activity reports with state agencies and national reporting services.

- Performs general clerical filing and word processing as needed in support of Department activities.
- Sends monthly reports to Assessor, Bureau of the Census, Finance, etc.
- Provides for support of all front counter activities..
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

- Federal, state and local statutes, ordinances and codes related to the permit process and building requirements.
- Operations of the Development Services and Building Division and other City departments as related to the permitting process.
- Operation of related software applications, including Permit Trax.
- Plan review procedures of appropriate departments.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.
- Technical aspects of field of specialty.
- Telephone techniques and etiquette.
- Oversee the routing process for the review, approval, and compliance of building permits.
- Coordinate and track building-related permits.
- Provide information to the public regarding permit requirements.
- Issue a variety of building-related permits for the Building Division.
- Provide information to the public regarding permit requirements.
- Read and interpret maps.
- Maintain records, files and logs.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing, including explaining detailed information to the public.
- Meet schedules and time lines.
- Work independently with little direction.
- Operate a variety of office equipment, including computers and related software, calculator, copy and fax machine, telephone, recording and transcription equipment.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Work courteously and tactfully with customers and employees.

### **Education and Experience Requirements**

- Associate's degree or two years of college coursework required, preferably in Planning, Engineering, Construction Trades, or a related field; bachelor's degree preferred, but not required; and
- Two years' experience in City government operations, ideally in community development.

### **Special Requirements**

- ICC Permit Technician certification required.
- Attendance at night meetings may be required, and meeting project deadlines may require working more than forty hours per week.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

### **Working Conditions and Physical Abilities**

- Work is performed primarily in an office setting. Hand-eye coordination is necessary to operate various pieces of office equipment. Position requires the ability to travel to a variety of locations, primarily in and around King County.
- While performing the duties of this job, the employee is required to stand, walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to speak and to hear. The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Duties are performed primarily indoors both individually and as part of a work team. The work environment is fast-paced and moderately noisy.

### **Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

### **General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2011.